

# Quick Reference Guide 5

## Outlook 2011 for Mac

### Calendar



## Working with the Calendar

### Preferences

1. Click **Outlook** menu | **Preferences** | **Calendar**.
2. Adjust the work day start and end times.
3. Adjust the work week.
4. Set the Default reminder length.
5. Adjust the default time zone.
6. Click the **Red X** to dismiss the dialog box.

### Navigating

1. Click **View** menu | **Go To** | **Calendar**; or click the **Calendar** button in the Navigation Pane to display the Calendar.



2. Use the buttons to display the **Day**, **Work** (work week), **Week**, and **Month** calendar views.
3. To move back to today, Click the **Today** button.
4. To display a specific date, click **View Date** and select the date to be displayed from the calendar drop-down.
5. To view Calendar as a list, click **Organize** tab | **List**.

### Creating an Appointment

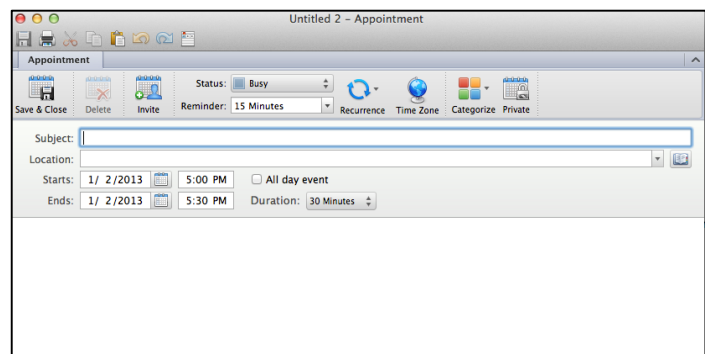
1. From the Calendar, click the **Appointment** button or use the Shortcut Keystroke **Command + N** (caution: **Command + N** creates a "new item" so you must be displaying the **Calendar** for **Command + N** to create a new appointment). The Appointment window displays.
2. To convert to a meeting, click the **Invite** button.

*Status determines how the appointment displays on your calendar when others check your availability.*

3. Enter the **Status**: **Busy** is the default. Select from the options **Free**, **Tentative**, or **Out of Office**.
4. Set **Reminder**.

*Default setting can be changed by clicking **Outlook** menu | **Preferences** | **Calendar** | **Default Reminder**.*

5. **Categorize** if desired.
6. Mark the appointment **Private** if desired (blocks delegates from reading the text associated with the appointment).



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

*This document is posted on the ITCD Web site <http://itcd.hq.nasa.gov/ctc>.*

7. Build a **Recurrence** pattern if appropriate. See the Section below entitled “Building A Recurring Pattern.”
8. Enter the **Subject**, **Location**, **Start** date and time, **End** date and time (unless an all day event).
9. Click the checkbox for **All Day Event** if appropriate. The time fields will no longer be available.
10. Enter any notes in the **Notes** section.
11. Click **Save & Close**.

### Building a Recurring Pattern

1. From the appointment or meeting invite, click **Recurrence | Custom**.
2. Enter the number of weeks, days of the week, start date, and end date.

**IMPORTANT:** Always put an end date on recurring appointments. Otherwise, they repeat endlessly which can cause slow response time in Outlook and take up server space toward your maximum mailbox size. If appointment needs to recur beyond the current calendar year, end the recurrence on the last day of the year, and create a new one for the next year.

3. Enter the start time, end time, and duration, and then click **OK**.

### Creating a Meeting

1. From the **Calendar**, click the **Meeting** button. A new blank meeting window displays.
2. Type the invitees in the **To** field. Use the **Contact Search** button to search.
  - a. Click the **Scheduling** button to look at the invitee's schedule. The **Scheduling Assistant** displays at the bottom of the Invite.
  - b. To change the day and time, **drag the vertical appointment time bar** (displayed with a green and red vertical line) to the new day and time.
  - c. Click the **Scheduling** button to toggle off the display.
3. Enter the subject, location, start date and time, and end date and time (unless an all day event).
4. Enter the **Status: Busy** by default. Select from **Free, Tentative, Out of Office**.
5. Set **Reminder**. Default setting can be changed by clicking **Outlook menu | Preferences | Calendar | Default Reminder**.
6. **Categorize** if desired.
7. Mark the appointment **Private** if desired (blocks delegates from reading the text associated with the appointment).
8. Build a **Recurrence** pattern if appropriate. See the section above entitled “Building a Recurring Pattern.”
9. Click the checkbox for **All Day Event** if appropriate. The time fields will no longer be available.
10. Enter any notes in the **Message** section.
11. Click **Send**.

